



**Personnel Specialist – Human Resources**  
**Final Filing Date: 06/16/06 or until filled**

Range A - \$2431.00 - 2955.00 ~ Range B - \$2797.00 - 3401.00  
Range C - \$2895.00 - 3519.00 ~ Range D - \$3127.00 - 3800.00

The Victim Compensation and Government Claims Board is recruiting for an experienced Personnel Specialist to work within our department of approx. 300 employees. If you are looking for a change and want to become part of a Human Resources staff that works great as a team, please apply for this position. Our present location is on the mall at 630 "K" Street, outside of the Hard Rock Café. We are scheduled to move to 400 "R" Street (The Consumer Affairs previous location which is being refurbished) in November of this year. To find out more about our department you can access our website at [www.vcgcb.ca.gov](http://www.vcgcb.ca.gov)

**Position Summary:**

Under supervision of the Staff Services Manager II, Human Resources, the Personnel Specialist is responsible to handle the Personnel Transaction responsibilities. This includes the processing of Payroll, Personnel Action Requests and maintaining personnel records. This position is responsible for researching and resolving personnel matters by using the established laws, rules, and regulations.

This position requires a knowledgeable incumbent who can frequently interpret personnel laws, rules and regulations, which is critical to performing the essential functions of this job.

**Essential Functions:**

- Research, interpret and apply a wide variety of complex civil service laws and rules, reviews various control agency letters, memos, policies and bargaining unit contract provisions to ensure entitlement when processing appointment, salary determination, payroll, benefit and attendance documents.
- Act as the specialist to Board staff, by providing technical expertise, assistance and advice to management and employees in personnel matters either verbally, by phone or in writing.
- Confidentiality in the handling and resolution of personnel matters; professionalism in handling sensitive and/or confidential information.
- Maintain accurate filing systems for personnel folders, attendance records, payroll records and certification records.
- Must possess strong organizational skills

**Desirable Qualifications:**

- Ability to take initiative in handling workload in a fast-paced and changing environment.
- Ability to cultivate effective working relationship with all levels of management and staff.
- Ability to be creative, flexible and use sound judgment.
- Possess effective interpersonal skills and effective oral and written communication.
- Self motivated and detail oriented in handling competing priorities

**Who Should Apply:**

Candidates who are currently in the Personnel Specialist classification are encouraged to apply. You must submit a state application with a current resume. Applications will be screened and only the most qualified will be interviewed.

**Submit Application & Resume to:**

Victim Compensation and Government Claims Board  
Attn: Human Resources - Terri Hamilton  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 327-0406

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. \*\*Position subject to SROA and Re-employment List policies and procedures. \*\*